

VERSION #2 ELECTRONIC SUBMISSION OF CJA FORMS REFERENCE GUIDE FOR ATTORNEYS

NOTE: No editable versions will be e-mailed under the new process. All documents will be submitted using ECF, including attachments. The attorney in the case must file requests. CJA service providers are NOT able to file requests in CM/ECF.

	Attorney Process	Court Process
<u>CJA 20 and 30</u> Appointments	Upon acceptance of appointment, the CJA counsel will: <ul style="list-style-type: none"> Download Indictment and other important documents using their CJA PACER account Prepare for First Appearance 	The court will: <ul style="list-style-type: none"> Docket the CJA 20/30 Appointment Order Counsel should save the PDF of the CJA 20/30 and print the document for use to request payment
<u>CJA 21 and 31</u> Pre-Authorization	The CJA counsel shall file in ECF: <ul style="list-style-type: none"> An ex parte motion using the "Ex Parte Document" event choice Attach to the ex parte motion a completed PDF copy of the CJA 21/31 and labeled "Attachment" in the ECF system <p>Note: Attorneys will receive an NEF from CM/ECF after they have docketed the items above.</p>	Upon approval of the Pre-Authorization, CJA counsel will receive two e-mails from the court. <ol style="list-style-type: none"> An e-mail with the following PDF documents attached: <ol style="list-style-type: none"> The CJA 21/31 The Court of Appeals Memo if the sum is greater than \$1,600 <p>Note: Counsel should save the attached documents and print them for use to request payment</p> Counsel will also receive an NEF e-mail indicating an Ex-Parte document was filed but will not be able to access documents.
<u>Request For Interim Payments</u>	The CJA counsel shall file in ECF: <ul style="list-style-type: none"> An ex parte motion for interim payments using the "Ex Parte Document" event choice NOTE: Only 1 CJA attorney per case needs to file a motion for interim payments <p>Note: Attorneys will receive an NEF from CM/ECF after they have docketed the ex parte motion above.</p>	Upon approval of the request for interim payments, all CJA counsel in the case shall receive two e-mails from the court. <ol style="list-style-type: none"> An e-mail with the following PDF document attached: <ul style="list-style-type: none"> 3 page memo approving interim payments <p>Note: Counsel should save the attached document in the case file.</p> Counsel will also receive an NEF e-mail indicating an Ex-Parte document was filed but will not be able to access documents.
<u>CJA 20, 21, 30, & 31</u> Payments (Final or Interim)	The CJA counsel shall file in ECF: <ul style="list-style-type: none"> A CJA Form Completed, Signed and Dated Attach to the CJA Form <ol style="list-style-type: none"> Court of Appeals Memo, if the amount was Pre-Authorized A PDF copy of the spreadsheet Scanned copies of all receipts over \$50 in 1 PDF file <p>Note: Attorneys will receive an NEF from CM/ECF after they have docketed the items above.</p>	Court staff will initiate the review and approval process of the payment request. <p>When the request is approved, an "Ex Parte" event is docketed. Counsel will also receive an NEF e-mail indicating the document was filed but will not be able to access documents.</p>

<p>CJA 20, 21, 30, & 31 Payments That: (1) Exceed the Pre-Authorization Amount (2) Exceed the Statutory Maximum (3) Are Filed Later Than 45 Days Past Disposition</p>	<p>The CJA counsel shall file in ECF:</p> <ul style="list-style-type: none"> • An ex parte motion using the “Ex Parte Document” event choice • Attach to the motion: <ol style="list-style-type: none"> 1. A CJA Form Completed, Signed and Dated 2. Court of Appeals Memo, If the amount was Pre-Authorized 3. A PDF copy of the spreadsheet 4. Scanned copies of all receipts over \$50 in 1 PDF file <p>Note: Attorneys will receive an NEF from CM/ECF after they have docketed the items above.</p>	<p>Court staff will initiate the review and approval process of the payment request.</p> <p>When the request is approved, an “Ex Parte” event is docketed. Counsel will also receive an NEF e-mail indicating the document was filed but will not be able to access documents.</p>
<p>CJA 24 Transcripts</p>	<p>The CJA Counsel shall file in ECF:</p> <ul style="list-style-type: none"> • A completed PDF copy of the CJA 24 form, using the CJA Transcript event under “Other Documents” <p>Note: Attorneys will receive an NEF from CM/ECF after they have docketed the items above. The CJA 24 Transcript request is a “public” document and the document is viewable by the public and any party receiving the NEF.</p>	<p>Court staff will initiate the review and approval process of the payment request.</p> <p>When the request is approved, an “Ex Parte” event is docketed. Counsel will also receive an NEF e-mail indicating the document was filed but will not be able to access documents.</p>
<p>Rejected CJA 24 Request Re-submission</p>	<p>If a CJA 24 Transcript request has errors, the attorney will be notified and they must re-file a CJA 24 Transcript request.</p> <p>Note: Attorneys will receive an NEF from CM/ECF after they have docketed the items above.</p>	<p>Court staff will initiate the review and approval process of the payment request.</p> <p>When the request is approved, an “Ex Parte” event is docketed. Counsel will also receive an NEF e-mail indicating the document was filed but will not be able to access documents.</p>
<p>Rejected 20/30/21/31 Payment Request Re-submission</p>	<p>CJA Counsel:</p> <ul style="list-style-type: none"> • Will receive an emailed check sheet identifying case and request information, deficiencies, how to cure deficiencies, and how to resubmit the request • Shall cure deficiencies listed in the check sheet. • Shall resubmit ALL previously filed documents with all deficiencies cure AND the check sheet. Refer to the appropriate column on this reference sheet to re-file the submission <p>Note: Attorneys will receive an NEF from CM/ECF after they have docketed the items above.</p>	<p>Court staff will initiate the review and approval process of the payment request.</p> <p>When the request is approved, an “Ex Parte” event is docketed. Counsel will also receive an NEF e-mail indicating the document was filed but will not be able to access documents.</p>
<p>CJA 23 Financial Affidavit</p>	<p>Generally a motion is filed and a CJA 23 may be required. However, the CJA 23 should not an attachment to the motion as the motion is public.</p> <p>CJA counsel shall file in ECF:</p> <ul style="list-style-type: none"> • A CJA Form Completed, Signed and Dated by the party. • File using the Sealed Document event. (Other Documents > Sealed Document) 	<p>Court staff will initiate the review and process the financial affidavit.</p>